



Capital Expenditures Committee Meeting Minutes

Date: Wednesday, April 9, 2013. Town Hall, 2nd Floor Meeting Room

Committee Attendees: Tony Battaglia (TB), Barbara Perry (BP); Mary Ellen Carter (MEC); Jean-Marc Slak (JM); Brian Bartkus (BB); Abbie Seibert (AS); Jim O'Neil (JO)

Absences: Bill Moonan (WM); Jon O'Connor (OC)

Other Attendees: Jessica Porter (JP), Assistant Town Manager; Taissir Alani, Facilities Director

Meeting called to order at 7:31pm

1. Minutes of December 11th, 2013 & March 24, 2014 meeting were reviewed.

December 11th minutes accepted, 6-0-1. March 24th minutes accepted with (one word edit) amendment; minutes accepted as amended 4-0-3.

2. Reorganization of Officers

OC has been nominated as the next CEC chairperson. Further discussion tabled to next meeting.

3. Review of the FY15 process

VFA Software – DPW rankings did not line up with the rankings produced by CEC. More investigation is needed, but a quick glance seems to indicate that the criteria, specifically “safety” seems to be being used possibly too liberally. Committee discussed the need to have each vehicle broken out as a separate request. Committee also discussed and heard from Jessica that in the future the vehicle requests will come with much more detailed information for each vehicle request. Committee is looking for more consistency throughout all town department heads when ranking requests and using software to its fullest capacity. The Committee will continue to work with each department to continue to improve the process while using the software.

Town Meeting Discussion - Committee discussed holding a meeting before Annual Town Meeting to prepare for anticipated questions from citizens and prepare answers so Town Meeting Attendees have more factual information for voting.

4. Discussion for FY 16 process

a. Requests - what information should be compiled?

1. DPW – plan for future potential failures in water / sewer lines?

Committee discussed future pipe replacement and a need for future replacements. This would be helpful for future forecasting.

2. Vehicles – The DPW department head has promised to provide much more additional data with future vehicle requests.

3. Facilities - Mr. Alani spoke to the committee about how he handled capital requests at his former position. Basically there was a 5 year plan in addition to what was done with the previous years approved projects. MEC also spoke about having data on what was funded, how the project was done, or not done, and why.

b. Should there be a process where in Capital Expenditure Committee can request withdrawal of a project based on it's merits

Committee discussed being able to remove or drop to a very low priority projects after being fully vetted show merit for funding. The committee discussion seemed to fall back on the present system and the ongoing multiyear VFA system.

c. Review of CEC process at Town Manager Level

JP explained the process of the capital expense needs at the Town Manager level. Some questions are asked, however all requests are brought to the CEC for the committee to decide its merits. Committee discussed options of how requests are presented and vetted. JP also explained that there is a “first pass” process in place at the town managers office where questions of clarification are asked to he department heads.

5. New Business

No new business

6. Upcoming Meetings

Next Meeting date: Wednesday, May 28th at 7:30pm

7. Meeting Adjourned at 9:36pm, 7-0-0 vote